

**CHECKLIST FOR THE COMPLETED NOMINATION PACKAGE:**

- Page 7 - Letter of Intent Form; **and** a one-page cover letter sharing your reasons for wishing to be considered for the position(s) you have indicated, as well as the skills and expertise you bring to the position(s). Cover letter must be one-sided of an 8 1/2" x 11" single sheet of paper, in no smaller than 12-point type, single-spaced.
- Page 8 - Professional / Personal References form; **and** the question at the bottom of the page answered.
- Page 9 Signature of Agreement and Submission Form **along with** a copy of your current 2018 - 2019 PTA / PTSA membership card attached to the page.
- Page 10 - Completed Resume / Bio **along with** your headshot included in the space provided (JPEG format preferred) at the top of the page.
- Page 11 - Checklist for the completed Nomination Package.
- Please initial all pages (7 to 11) at the top right hand corner.

It is highly advisable for all candidates to:

- Make a full copy of your completed Nomination Package for your records.
- Read through all Georgia PTA governance documents on the nomination process, including the Policy on Elections.

**When assembling your completed Nomination Package to be considered for a slated officer position, please remember - All completed Nomination Packages must be submitted in the following manner (from page 1):**

1. All required documents must be included in a sealed envelope.
2. Do not write the officer position(s) being sought on the sealed envelope - front or back.
3. Sign your signature across the sealed portion on the back of the envelope, in blue pen.
4. All completed Nomination Packages must be **postmarked by January 19, 2019 and mailed to:**  
Georgia PTA - CONFIDENTIAL  
Committee on Nomination of Officers  
830 Glenwood Avenue SE  
Suite 510-274  
Atlanta, GA 30316
5. Send an e-mail to the Georgia PTA Committee on Nomination of Officers at:  
gptaofficernominations@gmail.com to notify committee members that a completed Nomination Package has been mailed. E-mail should be sent the day the completed Nomination Package has been mailed. If using FedEx or UPS (or other delivery service), include the Tracking Number in the e-mail.
6. No fax or electronic submissions will be accepted.

Georgia PTA Committee on Nomination of Officers | 2019 - 2021

|          |                          |             |                      |
|----------|--------------------------|-------------|----------------------|
| Members: | Donna Kosicki, Chair     | Alternates: | Yaasmeen Rhett-Nyjah |
|          | Amanda Weber, Vice Chair |             | Lori Sweet           |
|          | Anita Hagins-Jones       |             |                      |
|          | Sandra Narcisse-Jones    |             |                      |
|          | Sondra Parham            |             |                      |

**All questions and comments on the process for Nomination of Officers shall be e-mailed to: gptaofficernominations@gmail.com.**